

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						25X1	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <p style="margin: 5px 0;">Statistical Report</p>						<input checked="" type="checkbox"/> STATISTICAL	
						<input checked="" type="checkbox"/> NARRATIVE	
						<input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
4		Quarterly				One	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		YES		IF YES GIVE ADP PROCESSING NO.		<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div>	
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Security Offices or Staffs at Overseas Stations and Bases				None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-13	8.05		8		64.40		4
GS-5	3.10		3		9.30		4
						257.60	
						37.20	
						294.80	
B. COSTS OF COMPUTER PRODUCED REPORTS							
25X1							
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <p style="margin: 5px 0;">25X1</p>						MAN-HOURS	
						DOLLARS	
						MOR/CDE	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
9/22/70		<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div>				<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>	

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